

SELF ASSESSMENT	YES	NO	N/A	COMMENTS
EMERGENCY PLANNING				
Is your current emergency plan all hazard?				
Is your current emergency plan coordinated with local first responders?				
Is your current plan communicated to the response agencies?				
Have you updated responding agencies with blue prints of the facility?				
Plan takes into consideration all daily activities? (before, during and after school)				
PROCEDURES (My Plan Includes:)				
Lockdown				
Evacuation/Relocation				
Severe weather shelter				
Shelter-in-place				
Reverse Evacuation				
Reunification				
INCIDENTS (My Plan Includes:)				
Emergency Contacts				
Assault				
Bomb Threat				
Demonstration/Student Unrest				
Fire				
Hazardous Materials				
Hostage				
Intruder				
Media Inquiry				
Medical Emergency				
Severe Weather				
Sexual Assault				
Armed Assailant				
Suicide Threat or Attempt				

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Suspicious Package or Mail				
Terrorism				
Threat				
Weapon on Campus				
DRILLS				
Lockdown				
Fire				
Severe Weather				
BUILDING ACCESS				
Is there a single point for visitor access to each building?				
Is the access point monitored?				
Does the facility use a visitor badge?				
Visitors are required to show ID prior to receiving a badge?				
Vendors are required to sign in and out?				
Visitors are required to sign in and out?				
Are students given hall passes?				
Is signage visible for visitor access, and prohibited items?				
Does the staff have written procedures on access of the buildings?				
Staff members present after normal business hours required to sign in/out, or swipe in/out?				
Key Control				
Is there a master key control system to monitor keys, cards?				
Keys or cards are audited at least annually?				
The school has a Knox box?				
The fire department has walked through the facility?				
The staff have pictured ID cards?				
Staff are required to turn in ID Cards, or Keys upon termination?				

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STAFF TRAINING				
Staff are trained in all required drills?				
Staff are trained in CPR and First Aid?				
Staff are trained in the use of AEDs?				
Emergency response teams are identified, and trained?				
Are assigned areas to monitor in higher threat situations?				
FACILITY				
Areas of the grounds that need security are fenced?				
Gates are secure when not in use?				
Any mechanical, electrical, water, or other utility connections are surrounded by a protective enclosure?				
Trees, shrubs, and other foliage are trimmed to allow visibility?				
Posted signs indicate restricted areas?				
Ground floor windows are in good repair, and have functional locks?				
Roof access is restricted to staff only?				
At night, areas are reasonably lit?				
Personnel closing the facility daily, ensure all doors are locked, and log checks?				
Bus loading areas are clearly marked?				
Parents pick up areas, and drop off areas are clearly marked?				
Fire zones are maintained free of obstacles and cars?				
Student cars are properly marked?				
Staff cars are properly marked?				
Checks of the parking lots are performed several times during the day?				
Deliveries are accepted at designated areas?				

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Deliveries are documented?				
All deliveries are inspected by trained personnel?				
Class rooms can be locked from the inside?				
Rooms not in use are always locked?				
Any utility rooms are not marked, and have limited access?				
All rooms have emergency procedures/evac routes listed?				
Phones are present at the primary work areas of all staff members?				
Procedures manuals are located by each phone?				
The school has a security camera system?				
Is the camera system monitored?				
Is the camera system recorded?				
Does the school have a dedicated SRO?				
How often is the SRO on site?				
If an outside of school even is hosted the school provides supervision?				
There is a specific person dedicated to secure the facility after an event or school day?				
School staff is trained in recognition of suspicious activities?				
Staff knows who to report suspicious activities?				
School has an alarm?				
Response agencies have walked though the facility to familiarize themselves?				
School has a weather radio which is listened to during operational hours?				
COMMENTS:				

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